



## **JOB DESCRIPTION**

Title: **DEA/ACCOUNTING TECHNICIAN (HIDTA)**  
Department: Police  
Class Code: 6671  
FLSA Status: Non-Exempt  
Effective Date: March, 1998 (Rev. 10/00)  
Grade Number: 11

### **GENERAL PURPOSE**

This position is located at the Metro Narcotics Task Force. The purpose of the position is to provide HIDTA accounting services and grant management with limited secretarial enforcement assistance to the group's office.

### **EXAMPLE OF DUTIES**

- \*-- Assist in research, development and preparation of HIDTA and BJA Initiative proposals/renewals.
- \*-- Assists in the preparation of monthly and quarterly grant reports, statistical information and budgeting records; formulate and monitor HIDTA, BJA and MARIJUANA ERAD budgets.
- \*-- Create and maintain a variety of HIDTA and BJA Initiative files such as investigative, chronological, time and attendance, personnel, etc. Also maintain files including distribution packages to Washington DC, Regional Denver Office and State of Utah, Commission on Criminal and Juvenile Justice office.
- \*-- Maintain and submit HIDTA, BJA and MARIJUANA ERAD accounting files including reimbursement packages to HIDTA Miami Florida Assistance Center and Rocky Mountain HIDTA Denver Office.
- \*-- Track HIDTA, BJA and MARIJUANA ERAD initiative funding and reconcile all balances against Murray City Accounting.
- \*-- Submit check requests for all HIDTA, BJA and MARIJUANA ERAD expenditures to Murray City Accounting.

DEA/Accounting Technician  
Page 2

- \*-- Receive invoices; match to outstanding Purchase Orders and packing slips; check calculation for accuracy; receive purchase orders and send to Murray Finance for payment.
- \*-- Submits detailed reports for all HIDTA, BJA and MARIJUANA ERAD Initiative expenditures to appropriate entities on a quarterly and yearly basis.
- \*-- Create and maintain general ledger for all HIDTA, BJA and MARIJUANA ERAD Initiative awards and keep supervisor apprised of all expenditures and current balances.
- \*-- Prepare packets for Murray City Bid Process on purchasing, meeting city bid guidelines.
- \*-- Initiate purchase orders and coordinate all HIDTA, BJA and MARIJUANA ERAD Initiative purchases and assist with tracking Initiative equipment. (Use State Contracts when possible.)
- \*-- Handle all HIDTA, BJA and MARIJUANA ERAD Initiative travel.
- \*-- Submit seized, forfeited and restitution monies for deposit. Track all monies and reconcile balances with Murray City accounting.
- \*-- Serve as imprest cashier; reconcile alternate cashier's imprest with records.
- \*-- Serve as liaison between Task Force and Murray City Accounting Department.
- \*-- Responsible for Confidential Informant files.
- \*-- Monitor HIDTA, BJA and MARIJUANA ERAD progress to ensure compliance with guidelines.
- \*-- Prepare Grant Reprogramming and Extension paperwork for HIDTA and BJA Initiatives.
- \*-- Maintain working liaison with public agencies and officials.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associate Degree in accounting and six (6) months work experience in accounting and bookkeeping; or two (2) years work experience with accounting and bookkeeping to include six (6) months experience in word processing using Windows 95, Microsoft Excel, Corel; or any equivalent combination of education and experience.

- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 40 net words per minute or better.

#### Special Requirements

- A valid drivers license is required.
- Must be bondable.
- Drug testing by Urinalysis is required for this position.
- Must agree to random drug testing while employed.
- Must successfully pass a Full Field Background Investigation.

#### Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of proper use of grammar punctuation and spelling.
- Ability to communicate both verbally and in writing to all level of law enforcement and to the public with ability to establish working relationship and rapport.
- Working knowledge of accounting and bookkeeping procedures with the ability to communicate these practices to command staff both verbally and in report form.
- Working knowledge of Windows 95, Microsoft Excel, Corel Word Perfect.
- Ability to learn State and local criminal investigation processes (recording and reporting procedures).

#### **TOOLS & EQUIPMENT USED**

- Typewriter, personal computer, including word processing, spreadsheet and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.